



U.S. Department of Justice
Federal Prison System
U.S. Penitentiary
Lompoc, CA 93436

Number : LOM 5267.07A
Date : August 23, 2004
Subject : Visiting Regulations

Institution Supplement

1. PURPOSE AND SCOPE:

To implement visiting regulations with specific rules and procedures governing inmate visiting at USP and SPC Lompoc. To encourage inmate visiting and provide a visiting area which is conducive to maintaining family and community relationships.

2. DIRECTIVES AFFECTED

a. Directive Rescinded

LOM 5267.07 Visiting Regulations (06-02-03)

b. Directives Referenced

PS 5267.07 Visiting Regulations (04-14-03)

3. STANDARDS REFERENCED:

American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, and 4-4504.

4. RESPONSIBILITY:

The Captain is responsible for the appearance and operation of the visiting room. All Visiting Officers are responsible for the proper implementation of regulations. Unit Managers are responsible for maintaining, updating and processing all inmate visiting lists.

5. VISITING PROCEDURES:

The inmate will submit an Inmate Proposed Visiting List (Attachment 1) to the Unit Counselor during the Admission and Orientation period. The Visiting List will contain the names of proposed visitors. The Unit Counselor will determine if the inmate knew the proposed Visitor prior to incarceration. The Unit Counselor will prepare, in duplicate, a list of all visitors approved for regular visiting. The maximum number of visitors permitted on any list will be 12 people. Approved friends may be limited to 3 depending upon the number of approved family members. The Unit Counselor will maintain and update the computerized record of Visitors for each inmate as needed. The Unit Counselor will provide the inmate with written material on the institutions Visiting procedures during intake screening.

6. DISAPPROVED PROPOSED VISITORS:

Each proposed visitor with a prior criminal conviction will be reviewed by the Unit Manager, who will forward a recommendation to the Warden for final decision in granting visiting privileges. The Captain will be notified by the Unit Manager, in writing, of all such cases which are approved.

The proposed Visitor will be denied should it be determined the inmate did not know the proposed Visitor prior to incarceration. The Unit Manager will review all such cases. Exceptions to this rule may be considered by the Unit Manager and forwarded to the Warden for approval.

7. SPECIAL VISITS:

Special visits may be recommended by the Unit Manager, routed through the Captain, for review and approval by Associate Warden Programs. Special visits may not be counted as regular visits. Unit staff are responsible for notifying the Institution Duty Officer (IDO), Operations Lieutenant, Lobby Officer and Visiting Room Officer, in writing, when special visits have been approved. This should be accomplished as far in advance of the special visit as possible.

The Chaplain will review and may approve a Minister of Record and Clergy to be added to an inmates Visiting List. The Chaplain will prepare and distribute a memorandum approved by the Associate Warden (Programs) for volunteers and religious groups.

8. HOLDOVER VISITING PROCEDURES:

Inmates on holdover status may visit in accordance with the procedures for general population inmates. Holdover visiting lists will be limited to only those individuals whose identity and relationship can be verified through available documentation (i.e., visiting list from sending institution, etc). Approval will usually occur within five working days.

9. VISITING ROOM HOURS:

USP Visiting - USP Visiting hours are 8:30 a.m. to 3:00 p.m. on Friday, Saturday, Sundays, and Federal Holidays. The visiting room is normally closed Monday through Thursday. No visitors will be processed in through the front reception area after 2:00 p.m. Special Housing Unit (SHU) inmate visiting hours are from 8:30 a.m. to 2:30 p.m. SHU inmate visitors will not be processed after 1:30 p.m.

SPC Visiting - SPC visiting hours are 8:30 a.m. to 3:00 p.m. on Saturday, Sunday, and Federal Holidays. No visitors will be processed after 2:00 p.m.

10. INMATE PROCESSING:

USP Visiting - Each USP inmate entering the Visiting Room will be visually searched and screened with a metal detector. Every article of clothing will be searched. Visual searches will be conducted by a staff member of the same sex as the inmate. Inmates are required to wear khaki shirts and trousers, a t-shirt, underwear, and socks during visits. Plastic sandals will be provided for inmates to wear during visits. The assigned Officer In Charge of the Visiting Room will maintain a record for point computation on a monthly basis.

SPC Visiting - Each SPC inmate entering the Visiting Room are required to wear khaki shirts and trousers, t-shirt, underwear, socks, and shoes during visits.

11. VISITING LIMITATIONS:

A copy of the Visiting Rules and Regulations (Attachment 2) should be sent by the inmate to each approved visitor. Additionally, the Visiting Instructions are provided to the visitors at the Front Entrance. Each inmate is allotted 40 visiting points per month to be used as follows:

- Weekends and Holidays: 1 hour of visiting equals 2 points.
- Weekdays: 1 hour of visiting equals 1 point.
- Points will not carry over from one month to another.
- After a 15-minute grace period, any portion of an hour will count as a full hour for point computation.
- It is the responsibility of the inmate to assure points are available for any visit through the month.
- One handkerchief, a wedding band (no stones), and eyeglasses are the only articles allowed into the Visiting Room
- The visiting room is a no smoking area. Violations of the smoking policy will result in the termination of the visit and/or disciplinary action.

The Unit Manager may recommend additional points by submitting a memorandum to Associate Warden, Programs. If approved, a copy will be forwarded to the Captain. Inmates who refuse to participate in the Inmate Financial Responsibility Program will not receive consideration for additional visitor points. Inmates on vacation status are permitted unlimited visiting time within scheduled visiting hours during the period the inmate is on vacation. Such time used during vacation period will not be charged to the total visiting point limitations for the month.

An inmate may only visit with people who are on his approved visiting list and will not be allowed to visit with visitors approved for another inmate's visiting list. There will be no mixed visits among inmates and their visitors. The Visitors picture identification will be retained by the Front Lobby Officer, and returned to the visitor upon departure, after a positive identification is made.

12. VISITING ROOM CAPACITY:

A limit of 4 persons, not to include children under the age of 16, are permitted to visit an inmate at one time. In special circumstances, space permitting, the IDO, in consultation with the Operations Lieutenant, has the authority to permit additional persons, who are on the approved visiting list, if they have traveled a long distance. Visitors under 16 years of age must be accompanied by a responsible adult, who is also on the approved visiting list.

Children must be the son, daughter, brother, or sister of the visitor or inmate. Visitors will be responsible for keeping their children in their company and under control within the bounds of the visiting area.

All SHU inmates will be seated by the Visiting Room Officer in a designated area in the Visiting Room. These inmates will remain in this area until they are returned to the SHU.

13. VISITOR AUTHORIZED ITEMS:

Visitors may bring the following items into the visiting room;

- A clear plastic change purses (8 inches or less)
- \$40.00
- a comb
- Wear a reasonable amount of jewelry
- A Clear plastic diaper bag with a reasonable amount of baby food, baby clothes, baby bottles, powder, and lotion
- A reasonable amount medication necessary for the immediate preservation of the life of a visitor (i.e., asthma sprayer, nitroglycerin, etc).

Any questions regarding the introduction of medication into the institution by a visitor should be referred to the IDO. A reasonable amount of an item is defined as quantities needed for the duration of the visit. Unauthorized items in the possession of visitors will be stored in security lockers located in the front entrance, or remain in the visitor's vehicle. All visitors

who need to utilize the security lockers will secure a key from the Front Entrance Officer, place the items in the locker, secure it, and keep the key until the completion of the visit. The key must be returned to the Front Entrance Officer. All visitors are expected to use good taste in their dress. Shorts, halter tops, sheer clothing, skirts more than 3" above the knee and khaki clothing are prohibited. Religious headgear will be permitted to be worn by visitors.

14. TERMINATION OF VISITING:

The Institution Duty Officer (IDO), in consultation with the Operations Lieutenant, has the authority to prohibit or terminate any visit for reasons of improper conduct or failure to comply with visiting regulations on the part of the inmate or the visitor. Only the IDO or Operations Lieutenant are authorized to terminate visits to relieve overcrowding, or during an emergency situation. The Visiting Room Officer will advise the Operations Lieutenant when these circumstances exist. The IDO will assume responsibility for notifying visitors of termination of their visit.

15. RESPONSIBLE DEPARTMENT:

Correctional Services

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B.G. Compton, Warden

Attachment 1

UNITED STATES PENITENTIARY, LOMPOC

INMATE PROPOSED VISITING LIST

NAME : _____
PRINT CLEARLY LAST FIRST MIDDLE

REGISTER NUMBER: _____ **UNIT:** _____

Only immediate family members may be placed on your approved visiting list (parents, legal spouse, step parents, brother, sister, children). Any visitor with a criminal record must have prior written approval from the Warden. Complete each space giving the information required. If a brother or sister is married, give both names. If you do not know an address, give at least the city and state.

RELATIONSHIP (RELACION)	NAME OF VISITOR (NOMBRE COMPLETO)	AGE (EDAD)	ADDRESS/TELEPHONE NUMBER (DOMICILIO)
FATHER (PADRE)			
MOTHER (MADRE)			
STEP FATHER (PADRASTRA)			
STEP MOTHER (MADRASTRA)			
WIFE (EPOSA)			
CHILD (HIJO/HIJA)			
CHILD (HIJO/HIJA)			
CHILD (HIJO/HIJA)			
BROTHER (HERMANO)			
BROTHER (HERMANO)			
BROTHER (HERMANO)			
SISTER (HERMANA)			
SISTER (HERMANA)			
SISTER (HERMANA)			
CLERGY			
MINISTER OF RECORD			

 PRINTED NAME AND TITLE OF STAFF MEMBER

 SIGNATURE OF STAFF MEMBER

 INMATE SIGNATURE

Attachment 2

VISITING RULES AND REGULATIONS

The following information is provided to you, the visitor, to assist you in having a pleasant and uneventful visit while at United States Penitentiary (USP) and Satellite Prison Camp (SPC) Lompoc, California.

Address and Directions:

The institution address is United States Penitentiary, 3901 Klein Boulevard, Lompoc, Ca 93436. The institution is located 5 miles northwest of Lompoc. Drive west through the city on Ocean Avenue (Route 246), turn right on Floradale Avenue, proceed approximately 3 miles (through the traffic light, across the bridge and around the bend) to Klein Boulevard. Turn Left and follow the road to the main entrance.

Local Transportation:

- Taxi service is available from Lompoc Taxi: (805) 736-3636
- Taxi service is available from Lompoc Cab: (805) 737-3991
- Bus service is available from Greyhound Lines: (805) 737-9153
- Train service is available from AMTRAK: (800) 872-7245

Days and Hours of Visitation:

USP Visiting - USP Visiting hours are 8:30 a.m. to 3:00 p.m. on Friday, Saturday, Sundays, and Federal Holidays. The visiting room is normally closed Monday through Thursday. No visitors will be processed in through the front reception area after 2:00 p.m. SHU inmate visiting hours are from 8:30 a.m. to 2:30 p.m. SHU inmate visitors will not be processed after 1:30 p.m.

SPC Visiting - SPC visiting hours are 8:30 a.m. to 3:00 p.m. on Saturday, Sunday, and Federal Holidays. No visitors will be processed after 2:00 p.m.

Limitations based on a point system is necessary to avoid over crowding in the visiting area. You should arrive no earlier than 10 minutes before visiting begins as there is no waiting room. A limit of 4 persons, not to include children under the age of 16, are permitted to visit an inmate at one time.

Dress Code:

All Visitors are expected to use good taste in their dress. Persons who are provocatively dressed may be denied the privilege of visiting. Shorts, halter tops, sheer clothing, skirts more than 3" above the knee and khaki clothing are prohibited.

Identification Requirements:

All visitors, with the exception of children under sixteen years, must display a valid photo identification (driver's license, photo identification) before being permitted into the institution.

Attachment 2

Authorized Items in Visiting:

Visitors are prohibited from giving to, or receiving anything from, an inmate without approval from the Warden. To introduce contraband into the institution is a violation of Federal law. **18 U.S.C. 1791, which provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden.**

A person may not use either a camera or recording equipment on institution grounds without the written consent of the Warden (18 U.S.C. 4042).

Visitors may purchase food and beverages from vending machines located in the visiting area. These items must be consumed by the inmate and visitor during the visit. The inmate may take nothing back to his quarters. The visitor may bring only the following items into the visiting area: A clear plastic change purses (8 inches or less); \$40.00; a comb; wear a reasonable amount of jewelry; a clear plastic diaper bag with a reasonable amount of baby food, baby clothes, baby bottles, powder, and lotion; a reasonable amount medication necessary for the immediate preservation of the life of a visitor (i.e., asthma sprayer, nitroglycerin etc).

A reasonable amount of an item is defined as quantities needed for the duration of the visit.

Rules for Children:

Visitors under 16 years of age must be accompanied by a responsible adult, who is also on the approved visiting list. Children must be the son, daughter, brother, or sister of the visitor or inmate. Visitors will be responsible for keeping their children in their company and under control within the bounds of the visiting area.

Special Visit Requirements:

Special circumstances, such as distance the visitor must travel, frequency of the inmate's visits, or health problems of the inmate or visitor may be considered when approving Special Visits.

Visiting Room Conduct:

Appropriate embracing, kissing, and handshaking by immediate family members will be permitted within the bounds of good taste at the beginning and termination of the visiting period only. Inmates will not be permitted to sign or exchange any papers during the visit.

Parking:

No parking is allowed on the roadway leading to the institution. Visitors are directed to the left side parking lot where visiting parking is located. No occupants may remain in parked cars. Non-visitors must leave the institution grounds and may return to pick up the visitors at a prearranged time.